



## **Job Description: Nonprofit Operations Manager**

### **Background:**

The Community of Writers is among the oldest and most prestigious literary organizations in the West. Founded in 1969, the Community of Writers has sought to create an inclusive and generative community for serious writers of poetry and prose. Programs include the flagship summer writing workshops in Olympic Valley, California, as well as online programming via the Writers' Annex, podcasts, an alumni quarterly journal (the *OGQ*), an alumni newsfeed, and more. The summer programs take place during two intensive weeks when the work expectations may change.

### **Job Title:**

Nonprofit Operations Manager

### **Job Purpose:**

The nonprofit Nonprofit Operations Manager will manage the day-to-day finances, assist the ED with financial reports, manage human resources, information technology, programs, fundraising, and help produce in-person and virtual programming, to ensure our nonprofit business runs efficiently.

### **Type:**

32-hour work week (plus 40-hour work week during the summer workshops in Olympic Valley).

Due to the nature of our work, candidates residing in or willing to relocate to the Nevada City/Grass Valley, California, area will be prioritized. The position is ideally hybrid in-person/remote with a flexible split of 2-3 days per week in-person and other days remote. However, fully-remote candidates with excellent qualifications will be considered. Work hours are flexible and an employee's schedule can be worked out by mutual agreement.

Candidates must also commit to work in-person each summer during our workshops in Olympic Valley. During this time, work is full-time and most likely will accrue overtime hours. (Lodging and meals will be provided during the workshops.)

The 2025 Summer Workshop dates are as follows:

- Poetry Program: June 21-27, 2025 (with required additional days before and after).
- Writers' Workshops: July 7-14, 2025 (with required additional days before and after).

**Position Description:**

The Nonprofit Operations Manager is a part-time, but high-level position with primary responsibility for the coordination of C.W.'s core systems, including financial transaction processing, financial budgets and reporting, human resources, nonprofit compliance, information technology, fundraising strategies, and program support.

The Nonprofit Operations Manager is accountable for bill paying, managing several income streams, overseeing budgets, reconciling transactions, and producing financial reports in collaboration with the Executive Director, Program Directors, and the CPA. The Nonprofit Operations Manager also helps to analyze reports and generate budgets for grants and donors. The candidate will ideally have a keen interest in literature and writing.

During the summer workshops, the Nonprofit Operations Manager is an integral component of the day-to-day workings of the workshops, performing a wide variety of tasks to ensure a personalized and excellent experience for all participants and staff. During those week, an office and command center will be established in the ski resort; also the Nonprofit Operations Manager will have living accommodations in the valley.

We are looking for a self-reliant and motivated individual who is flexible, creative, willing to learn, and can exhibit excellent leadership and organizational qualities.

**Job Duties and Responsibilities**

## Finance:

- Oversee all budgets and collaborate with bookkeeper/CPA on financial reports
- Pay bills, make deposits, manage income, and handle cash during the summer programs
- Generate accurate quarterly financial reports
- Provide financial data for grants in collaboration with ED
- Generate donation reports and analysis/working with ED to determine fundraising goals
- Keep track of grant reporting requirements and required acknowledgements

## Nonprofit legal compliance

- HR Matters
- Manage Insurance Policies as well as Workmans Comp
- Reporting requirements
- California and national nonprofit requirements
- Manage staff contracts

Additional expectations include:

- Staying on top of software suites and making recommendations for new products or upgrades
- Passion for systems improvement/workflow analysis
- Learning in-house Database
- Manage the internal office calendar
- Excellent writing skills
- Assisting with all necessary work during our summer workshops. Tasks may have nothing to do with the core job description above.
- Willingness to work 3-4 Saturday Board Meetings per year.

#### Events/Meetings/Workshops (16-18 days per year)

Take part in the planning and producing as schedule allows

- Two Week-long summer programs in Poetry and Prose
  - Handle all monies/deposits/cash on a daily basis
  - Assist with on-site concessions (such as bookshop and snack bar)
  - Event planning assistance
  - Other tasks as needed
- Fundraising and Reunion events

#### Work Experience

The ideal candidate will have experience with Quickbooks, DropBox, Google docs, Excel, CRM software and have experience in bookkeeping principles.

The ideal candidate will have at least 1 year experience working in the nonprofit sector or equivalent.

The ideal candidate will have excellent interpersonal skills, be flexible with a friendly demeanor, and will be able to tolerate a growing office with roles and tasks still being worked out.

The ideal candidate agrees to uphold our [Core Values](#).

#### Working Conditions

Nonprofit Operations Manager will be provided with an Apple Laptop with software, a printer and any other required equipment. Employees work a hybrid remote/in-person work week.

The Community of Writers has a small office in a shared office building in Nevada City which is adjacent to our 10 x 24' adorable Tiny House on wheels where the three current year-round employees work. In the complex, there is a shared conference room, a kitchenette, and a bathroom. Most of the work associated with the job is administrative in nature except during the summer workshops when it may be necessary to engage in more physical work such as setting up event spaces, carrying materials, driving, etc. Conditions will be compliant with the Americans with Disabilities Act.

**Compensation (commensurate with experience)**

**\$28-\$30/hr at 32 hours per week**

**Benefits**

Health insurance credit (negotiable based on marketplace analysis)

Retirement account (CW will match up to 3% of Employee contributions)

19 Days PTO for employees who have worked fewer than two years